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Approved For Release 2001/07/30 : CIA-RDP78-06363A000100010020-1  
**FTR-1604**

15 August 1968

MEMORANDUM FOR: Deputy Director for Support  
SUBJECT : Weekly Report of the Office of Training

1. Summer Employees Assert They're Kept Busy

During interviews with 50 OTR summer employees, personnel officers find that each of short-term aides believes he is fully employed and has enough work to keep him fully occupied.

Each summer employee, interviewed by an OTR personnel officer who has no direct association with the employee, was urged to be candid about job attitude and job satisfaction. Many employees expressed enthusiasm about their jobs; only a half dozen indicated their jobs are boring. No summer employees initiated requests for transfer although several reassessments within OTR were effected by Personnel to take care of temporary overload work situations.

Interviewed summer employees included 18 assigned to OTR

25X1A6a Headquarters, 28 from [REDACTED] (including four Youth Opportunity boys) and four from [REDACTED] 25X1A6a

25X1A6a 2. [REDACTED] Topics

a. The [REDACTED] was burglarized during the 25X1A6a  
early morning hours of 12 August, and a pair of binoculars was

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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reported stolen. The FBI responded quickly, some prints were recovered, and the serial number of the binoculars circulated. Apparently the intruder was scared off by the roving patrol. Damage amounted to one broken window.

25X1A6a  
[REDACTED]

c. A number of Midcareer officers were provided voluntary weapons training last week at [REDACTED] on an after-hours basis. 25X1A6a

d. Installation of a water line to the [REDACTED] began 25X1A6a on 5 August. Work is being performed by Station forces. A surplus trench digging machine, recently obtained from Ft. Belvoir, is greatly facilitating the work.

3. Special Seminar for Africa Division "Girl Fridays"

A special counterintelligence familiarization seminar for five female employees of AF Division is being conducted at 1000 Glebe on 14-16 August. The employees, soon to be assigned to small stations in Africa, would not have had CI training before their departure had this special session not been arranged. All aspects of the course relate to particular problems of African stations and are based directly on the Agency's experience in that area.

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**4. Project USEFUL Planning Well Underway**

The next annual Project USEFUL will be given during the last week of September. This year's program has been discussed at length with Clandestine Services representatives, and the OTR course coordinator has met with the Navy representative in the Office of the Joint Chiefs who will coordinate in behalf of the military.

**5. Defense Language Institute Praised by Agency Students**

Early feedback from six FE students in the 11-month Chinese class at the DLI in Anacostia reveals they are all well satisfied with the program. Four linguists do the teaching, the students are tested weekly, and both instruction and administration are conducted in a thoroughly professional manner.

**6. Naval War College Urged to Include Coverage of Intelligence Community**

Two recent Agency graduates of the Naval War College, both from OSI, informed OTR they strongly urged Vice Admiral Hayward, the Commandant, to invite additional Agency speakers, possibly the Director or Deputy Director. The students stressed the lack of coverage on the intelligence community generally. During the past year, Messrs. Donald Chamberlain, Carl Duckett, and [REDACTED] appeared at 25X1A9a Newport as guest lecturers, but all spoke on highly specialized subjects.

**7. Course on "The Budget Process" Now Firm**

Our Weekly Report of 1 August stated that two courses on budgeting

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would start in October on a part-time basis under the aegis of O/PPB. The course is now firm to start on 14 October but the idea of two programs to run concurrently has been abandoned for the time being. Ten of the 25 slots will be reserved for SF careerists. A second running of the course is planned for the spring of 1969.

#### 8. Non-Agency Briefings

During this reporting period, the following non-Agency briefings were given:

At FSI, 43 FSOs on "International Communism: Current Status."

At the [REDACTED] on "Communist Programs." 25X1A

At DIS, 64 members of Strategic Intelligence Course on "Communist Party Organization" and "Developing Nations."

At Headquarters, the newly appointed U.S. Ambassador to Niger on the mission and functions of the Agency. 25X1X7

[REDACTED]

At the University of Maryland, 60 high school students participating in the Maryland I-H Conference (unclassified briefings).

/s/  
John Richardson  
John Richardson  
Director of Training

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